



# **Risk Management**



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**Effective Safety  
Committees.  
It's all about  
Communication!**



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## Why Should Georgia use Safety Committees?

### Workers Compensation

- 5,432 Injuries in FY2019
- Cost of Losses \$100,000,000+

### Auto Physical Damage

- 3,597 Auto Physical Damage claims
- Costs \$4,000,000+

### Auto Liability

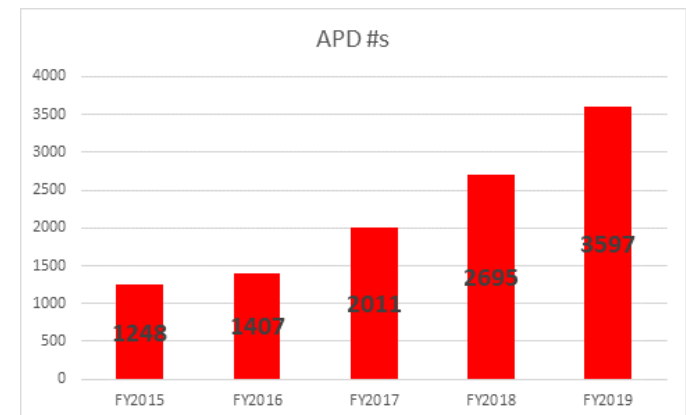
- 974 Claims in FY2019
- \$1,700,000+

### Property

- 635 claims in FY2019
- Costs \$7,000,000+

### General Liability

- 2,556 claims in FY2019
- Cost \$3,800,000+



Many of these claims are still open and additional costs are still pending.



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## Rate Your Safety Committee

1. Motivated, get things done, cornerstone of your safety program, focus on problem solving and safety promotion, loved by all.
2. They meet, do some things OK, have trouble staying on track, basic function is to review accidents and conduct inspections.
3. Have not accomplished anything of value in the past year, bored, on the verge of breaking up.
4. Don't meet anymore, in need of life support or a mercy killing.
5. Don't have a committee at all.





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## The Challenge

- With today's corporate trend of streamlining and multi-tasking, management level employees are required to wear several "hats".
- Positions dedicated solely to safety are becoming less common. The responsibility of safety is being combined into other functions such as Human Resources, Operations or Production Managers
- This makes the use of Safety Committees extremely important

An overhead view of a meeting around a light blue table. Five people are present: a man in a white hard hat and tan jacket, a woman in a dark blue top, a man in a yellow hard hat and tan jacket, a man in a blue hard hat and grey shirt, and a man in a white hard hat and high-visibility vest. They are looking at architectural blueprints, a laptop, and a tablet. A blue hard hat is on the table.

# **A Safety Committee** is ....

- ..... an integral element of a comprehensive Safety and Health Program. It serves to demonstrate top management's direction and commitment to Safety as a priority of the organization.





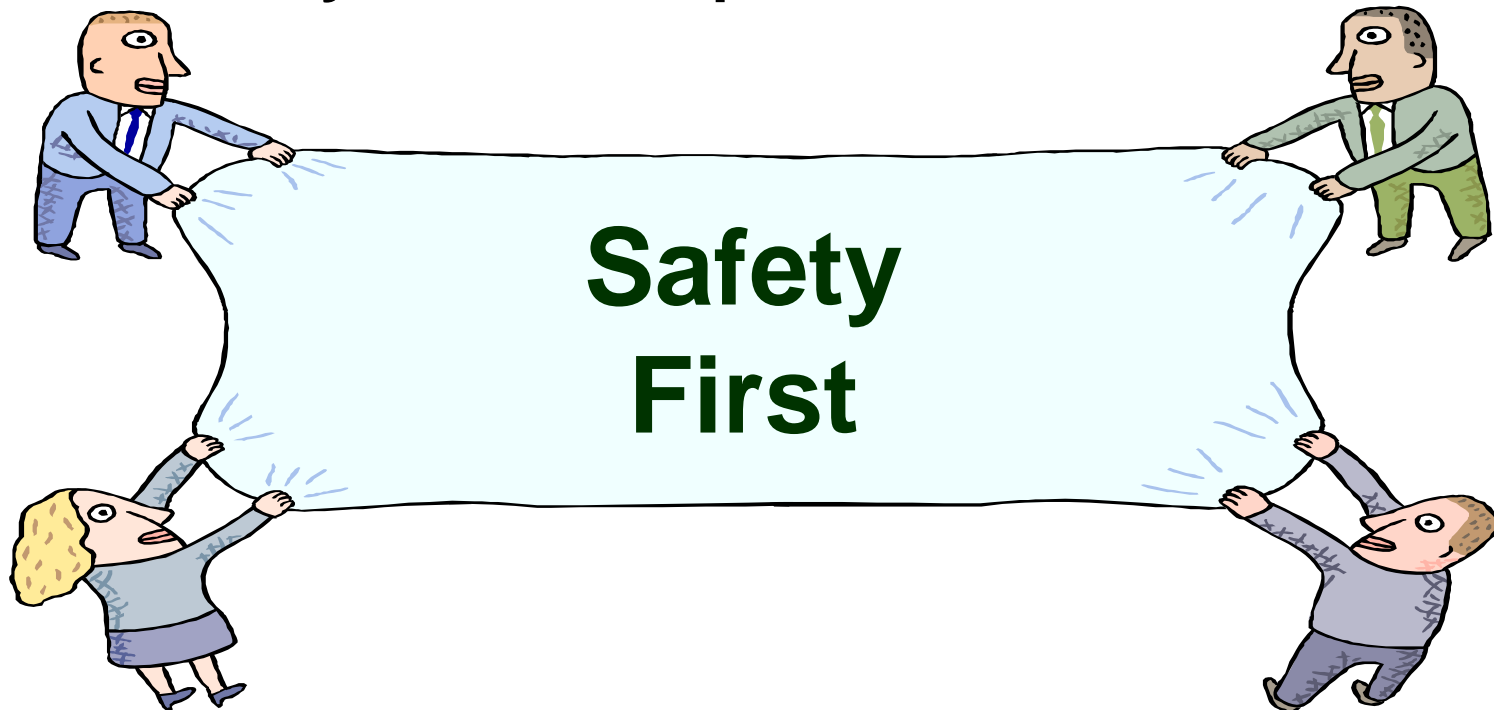
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## Purpose

- The main purpose of a safety committee is to help promote safety in the workplace!





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## Goal

- Increase safety awareness
- Build enthusiasm for safety programs
- **Reduce / Prevent Injuries**





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## Some of the functions a safety committee can assist with:

- Regulatory Compliance
- Emergency Planning (Bomb threat, Fire, Workplace Violence)
- Training (General Safety, PPE, Etc.)
- Program Development and Implementation
- Ergonomics
- Inspections
- Job Safety Analysis
- Accident Investigation reviews
- Employee Safety Promotion







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## Safety Committees

- Safety Committees have the ability to make an immediate positive impact on a safety program.
- If managed properly, Safety Committees can be one of the biggest time savers for a safety manager.
- Liaison/Communicate between Management and Employees





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## Safety Committees: How do we do it?

- What makes them fail
- What makes them successful
- Some new ideas





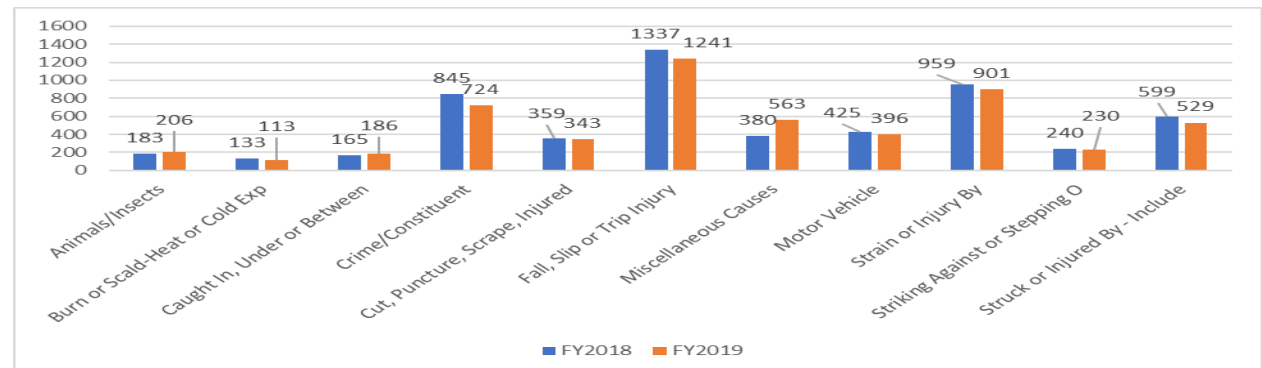
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## Benefits - Organization

- Fewer accidents and lost work time
- Promotes involvement, focus efforts
- Delegates work to more
- Accomplishes more safety projects
- Increased productivity
- Saves money





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## Benefits - Employees

- Safer work environment
- Better communication
- Increases safety awareness
- Enhanced employee morale





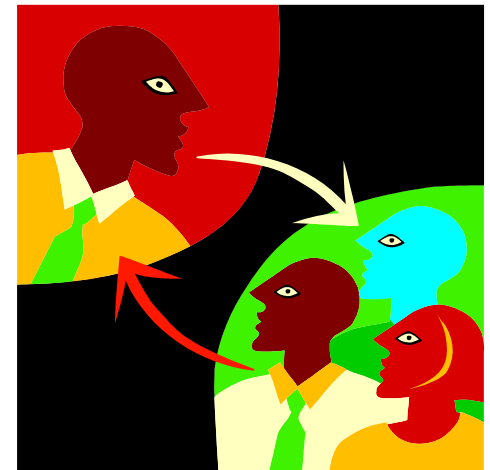
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## Myths...

- Safety Committees...
  - Relieve managers and supervisors of their responsibility for safety.
  - Take the place of other safety programs.
  - Involve only employees.





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What Makes  
Committees Fail

- No direction
- No successes
- Frustration
- Boredom
- Why are we here?
- This is a waste of my time!!
- No support





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## Possible Barriers to Success

- Lack of...
  - Management commitment
  - Committee expertise or training
  - Teamwork
  - Leadership
  - Direction and goals
  - Follow-up
  - Focus on specific issues
  - Preparation for meetings





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## What Makes Committees Fail

- This is a big no-no:
  - Asking your safety committee members to be the “safety police”.





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## **GETTING STARTED CREATING A BASIC FOUNDATION**





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## Membership – Cornerstone of an Effective Committee

- All employees should have the opportunity to participate
- Representation by all departments, locations, operations, divisions,
  - Include Office staff
- Membership should be 5 to 15 (5 to 7 is optimal)
- Designee plus alternate
- Membership should be on a volunteer basis
- Rotate members
- Assign specific responsibilities to chairperson, secretary, and members.



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## Should Management be involved

### • Pro's

- Shows buy in
- Improves Internal Communication
- Causes more effective deployment of resources
- Management knows why and how the committee came up with the idea





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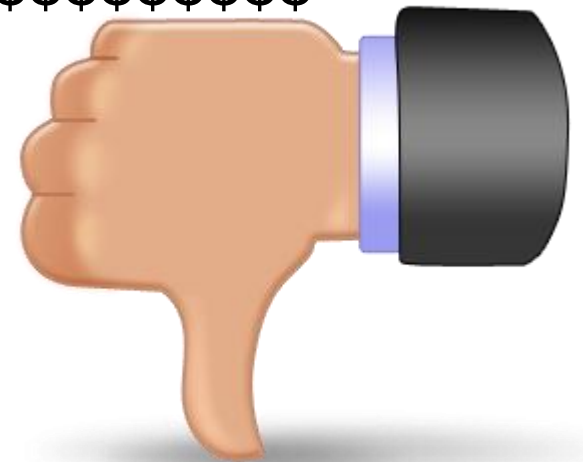


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## Should Management be involved

### •Cons

- Intimidating to some employees
- Management gives little support
- Management shoots down all ideas
- Always concerned about \$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$\$







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## Responsibilities - Chairperson

- Organize agenda items, speakers, and other related materials for meeting
- Forward recommendations to appropriate management personnel
- Prepare periodic loss analysis reports / Large loss report
- Follow-up to past recommendations and report status
- Conduct meeting in orderly fashion





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## Responsibilities - Secretary

- Prepare meeting agenda and notify members
- of date and location
- Gather agenda items and related materials
- Roll call of members
- Record minutes





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## Responsibilities - Members

- Attend all meetings and actively participate
- Set a positive example for safe performance
- Conduct inspections according to schedule
- Participate in accident investigation and review
- Report unsafe acts or conditions





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## Structure

- Determine frequency of meeting
- Pre-schedule meeting dates
- Limit to one hour
- Prepare agenda
- Record and distribute minutes
- Appoint sub-committees when needed



**MEETING  
NOTICE!**



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## Rules of Order

- Call to order
- Roll call by secretary
- Introduce visitors
- Review minutes of previous meeting
- Conduct business
  - Old
  - New
  - Sub-committee reports
  - Review accident data
  - Review inspection reports
- Adjournment and schedule next meeting





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## Functions of the Committee

- Provide a forum for formulation and discussion of health and safety policies.
- Provide a channel through which policies can be recommended for adoption by management.
- Generate ideas for improving health and safety.
- Stimulate interest of employees.
- Review and update safety training plans.







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## Functions of the Committee

- Make recommendations on the use of protective clothing and equipment.
- Develop safe work practices / Job Safety Analyses
- Examine accident reports and suggest prevention techniques.
- Conduct regular safety inspections

JOB SAFETY ANALYSIS		
Job: _____		
Name: _____		
Date: _____ Time: _____		
Sign: _____		
STEP	HAZARD	RISK LEVEL
1		
2		
3		
4		
5		
6		
7		
8		





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## Set them up for Success

- Coffee and doughnuts!
- Bring in a guest speaker
- Show safety related videos/photos
- Present awards/show recognition
- Have safety demonstrations
- Encourage employee interaction – no one can remain silent throughout the meeting – everyone has input





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## Successful Safety Committee Basics

- Show up on time
- Finish on time
- Start with an agenda and stick with it.
- This is not a complaint session, a place to talk about your children, how many beers you can consume, or why the Braves can't win the big one.





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## Keys to success

- Visibility/Recognition
  - Post their name, Give them stature
- Credibility
- “Quick” wins
- Reasonable attainable goals
  - Zero accidents is not a reasonable goal.





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## Keys to success

- Training
  - Don't assume everyone has the same skills
- Conflict resolution
- Communication Skills
- Meeting Management Skills
- Time Management
- Organization
- Hazard Recognition





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## Keys to success

- Assign Tasks
  - Expect Completion
- Establish effective problem solving methods
  - How do they make recommendations?
  - Who do they issue them to?
- Management needs to respond immediately, even if suggestion is being denied.
- If your safety committees are being used as solely inspection or accident review committees, you are creating an environment for failure.
- Be Creative!!!!





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## Creative thinking for the Safety Committee

- Safety Committees should be task oriented focusing on:
  - **Safety Awareness:** The safety committee should be involved in improving the overall safety awareness of your workforce.
  - **Safety Program Development:** Use them to support your program and training needs. This is a great opportunity to get employee buy in.
  - After all its an “Employee Safety Committee”.



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## Safety Committee Ideas

- Safety Promotion Awareness
  - Posters
  - Stickers
  - Contests
- Get everyone involved
- Make it fun





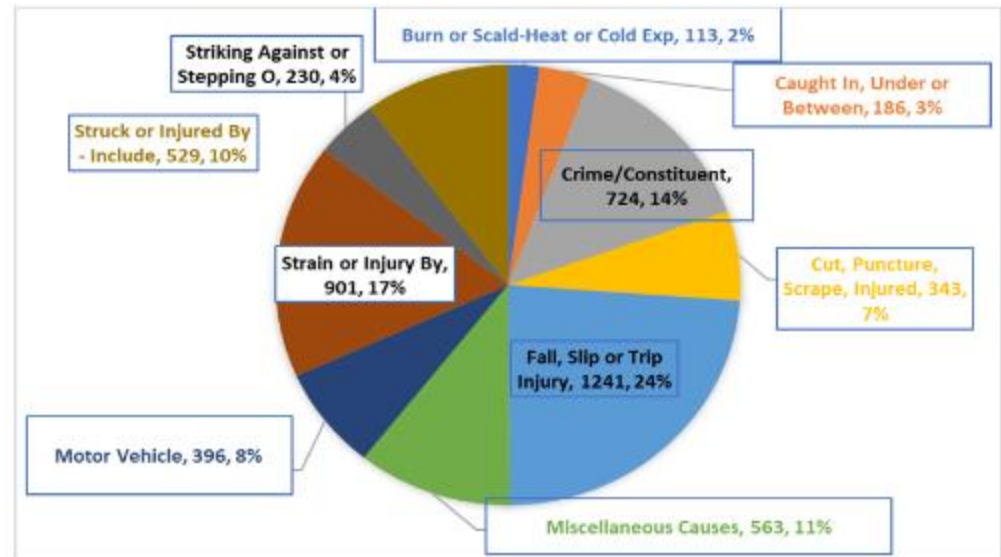
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## Safety Program/Accident Reduction

- Program Development
  - Review policy and procedures
  - Participate in Accident Investigations reviews.
- Committee should sign off on all accident investigations
  - ✓ Accident Prevention
- Target the key areas
  - ✓ Ergonomics
  - ✓ Training
  - ✓ JTA's





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## *Accident Review Process*

- Step beyond accident investigation
- Injured employee appears before the committee or subcommittee
- Not on trial – but some degree of “Heat”
- Brainstorming
- Evaluate effectiveness of supervisor investigation





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## Some Tools For The Safety Committee

- Give the Safety Committee access to:

- Phone
- Computer (Internet)
- Reference material
- Digital Camera
- Outside resources
- **And most of all TIME.**



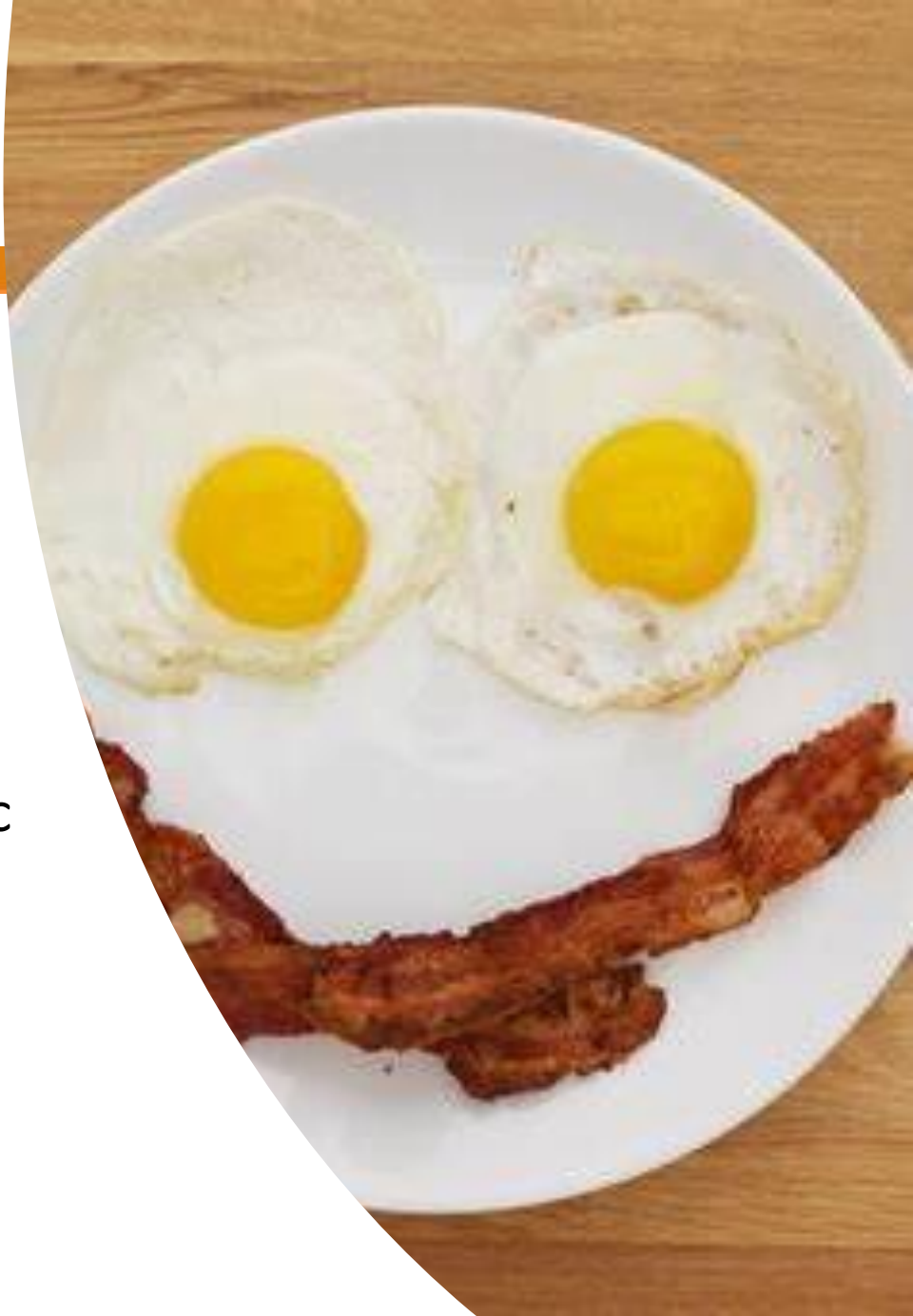




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## Spice Up A Meeting

- Bring in outside speaker
- Hold safety breakfast
- Safety awards presentation
- Designate monthly safety topic
  - Back Injury Prevention
  - Fire Prevention and Safety
  - Slips / Trips / Falls
  - Vehicle Safety
  - Personal Protective Equipment







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## Outside Resources

- Get the most from the resources available to you:
  - ✓ Safety Services (*DOAS*)
  - ✓ Safety Associations
  - ✓ Insurance Brokers
  - ✓ Fire Department
  - ✓ Networking
  - ✓ Seminars





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## **Last Safety Committee Rule**

**Make it Fun!!!!**





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**Questions?**  
**Send us an email or call**

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